

PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of meeting of the Perth and Kinross Integration Joint Board held in the Hay Room, Dewars Centre, Glover Street, Perth on Friday 15 January 2016 at 1.00pm.

Present: Councillor D Doogan, Perth and Kinross Council (Chair)
 Councillor I Campbell, Perth and Kinross Council
 Councillor K Howie, Perth and Kinross Council
 J Golden, Tayside NHS Board (up to and including part of Item 9)
 S Hay, Tayside NHS Board
 B Atkinson, Chief Social Work Officer, Perth and Kinross Council
 R Packham, Chief Officer
 J Smith, Chief Finance Officer
 J Foulis, NHS Tayside
 Dr N Prentice, NHS Tayside
 G Mackie, Staff Representative, Perth and Kinross Council
 R Marshall, Staff Representative, NHS Tayside (up to and including part of Item 9)
 H MacKinnon, PKAVS (Voluntary Action Perthshire) VAP

In Attendance: J Walker, J Gilruth, G Taylor, S Rodger, L Cameron, C Crawford, and H Rheinallt (all Perth and Kinross Council)
 E Devine and A Wood (Perth and Kinross CHP)
 B Nicoll and K Wilson (both NHS Tayside)
 Dr D Walker (NHS Tayside)
 Dr A Noble, Adviser to Scottish Government

Apologies: Councillor P Barrett, L Dunion, S Tunstall-James, and Dr M Martindale.

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.

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 inaugural meeting of 6 November 2015 was submitted and approved as a correct record.

4. MATTERS ARISING

(i) Strategic Planning Group (Item 10 refers)

L Cameron advised that a revised version of Appendix 1 to the report would be circulated to members of the Board in due course.

(ii) Perth and Kinross Strategic Plan/Joint Commissioning Plan – Draft for Consultation (Item 11 refers)

Resolved:

A revised Plan be submitted to the Board for final discussion in March 2016 incorporating the consultation feedback.

5. APPOINTMENT OF CHIEF FINANCE OFFICER

There was submitted a report by the Chief Officer (G/16/8) asking the Board to confirm the appointment of the Chief Finance Officer.

The Chair welcomed Jane Smith to the meeting.

Resolved:

Jane Smith be confirmed as the appointed Chief Finance Officer for the Perth and Kinross Integration Joint Board.

6. APPOINTMENT OF ADDITIONAL MEMBERS AND ATTENDEES

There was submitted a report by the Chief Officer (G/16/6) considering the proposals for appointment of additional members to the Board, and also the arrangements for those in attendance at the Integration Joint Board who are not members, as detailed in Appendix 1 to report G/16/6.

Resolved:

- (i) The progress made in identifying Board members be noted.
- (ii) The updated list of members in Appendix 1 to Report G/16/6, and in particular the appointment of the Chief Financial Officer and additional members, be agreed.
- (iii) The arrangements for the attendance at Board meetings by Officers who are not Board members, be agreed.

7. APPOINTMENT OF STAKEHOLDER MEMBERS

There was submitted a report by the Chief Officer (G/16/7) (1) setting out proposed arrangements to enable appointment of stakeholder representatives for Carers and Service Users to be made by the Board; and (2) setting out proposed arrangements to ensure that the Board engages with Third Sector organisations involved in health and social care services.

Resolved:

- (i) The proposal that two Unpaid Carer (main and substitute) and two Service User (main and substitute) appointments are made to the Board, be approved.
- (ii) The plans for the appointment of two Unpaid Carer (main and substitute) and two Service User (main and substitute) members be approved
- (iii) The Community Engagement Steering Group be instructed to progress these plans within the timescales outlined and to report back with recommendations in due course.
- (iv) The Third Sector Health and Social Care Strategic Forum, via the Chief Officer, Third Sector Interface, be endorsed as the recognised conduit for Board engagement with the Third Sector.

8. CLINICAL, CARE AND PROFESSIONAL GOVERNANCE FRAMEWORK

There was submitted a report by the Chief Officer (G/16/9) advising members about the progress of the Clinical, Care and Professional Governance Framework, and asking the Board to agree that the Chief Officer takes forward the implementation as described in the recommendation.

Resolved:

- (i) The progress in taking forward the implementation of the Clinical, Care and Professional Governance Framework, be noted.
- (ii) It be noted that the professional leads within the membership of the Local Joint Forum (R2) will also be included in the Operational and Professional Forum.
- (iii) Authority be delegated to the Chief Officer to take necessary action to ensure appropriate membership of the Local Joint Forum (R2).
- (iv) Authority be delegated to the Chief Officer to determine processes and procedures for the operation of the Local Joint Forum.

9. DRAFT PARTICIPATION AND ENGAGEMENT STRATEGY

There was submitted a report by the Chief Officer (G/16/10) presenting the Draft Participation and Engagement Strategy to the Integration Joint Board.

J GOLDEN AND R MARSHALL LEFT THE MEETING AT THIS POINT

Resolved:

- (i) The Participation and Engagement Strategy be approved.
- (ii) It be noted that a public version of the document will be designed and made available internally and externally.
- (iii) The Chief Officer be requested to submit an update report on the implementation of the Draft Participation and Engagement Strategy in six months' time.

10. RISK MANAGEMENT

There was submitted a report by the Chief Officer (G/16/11) (1) updating the Board on the progress of developing the risk management policy, and (2) informing the Board of the process for identifying the risks to be placing on the risk register.

Resolved:

- (i) The risk management policy and strategy attached as Appendix 1 to Report G/16/11, be approved.
- (ii) It be noted that a risk workshop session had been held on 14 January 2016.
- (iii) The Chief Officer be instructed to bring forward a report to the next meeting of the Board on the shared risk register.

11. HOSTED SERVICES

There was submitted a report by the Chief Officer (G/16/12) asking the Board to consider and approve hosting arrangements between the Perth and Kinross, Angus and Dundee Integration Joint Boards for the delivery of certain integrated functions.

Resolved:

- (i) The proposed hosting arrangements across the Perth and Kinross, Angus and Dundee Integration Joint Boards, subject to an appropriate Memorandum of Understanding being agreed between the Boards.
- (ii) Authority be delegated to the Chief Officer to agree the terms of any Memorandum of Understanding.
- (iii) The Chief Officer be instructed to report back to a future meeting of the Board in relation to progress made in finalising detailed arrangements for hosted services.

12. DELAYED DISCHARGES REPORT/WINTER PLAN UPDATE

There was submitted a report by the Chief Officer (G/16/13) advising the Board of progress on the high level actions described in the Perth and Kinross Winter/Delayed Discharge Action Plan developed in partnership to assist in supporting capacity in inpatient sites across Tayside.

Resolved:

- (i) The agreed and proposed investment of the Delayed Discharge monies, as detailed in Report G/16/13, be supported.
- (ii) The progress to date on the high level actions described in the Perth and Kinross Winter/Delayed Discharge Action Plan, be noted.
- (iii) The governance and monitoring arrangements put in place, as detailed in Report G/16/13, be agreed.
- (i) The Chief Officer be requested to submit an update report on progress on the high level actions described in the Perth and Kinross Winter/Delayed Discharge Action Plan to the meeting of the Board on 13 May 2016.

13. ANY OTHER COMPETENT BUSINESS

(i) Development Session

The Chair referred to the development session held prior to the meeting, highlighting its excellent content, and advised that there would be another development session held in February regarding finance.

(ii) Hosted Services

The Chair queried whether the Board could commission services from other providers if neither Perth and Kinross Council nor NHS Tayside could provide the service required.

S Rodger, Perth and Kinross Council advised that the Board would be able to direct the Council or NHS Tayside to commission services elsewhere.

14. VALEDICTORY

The Chair referred to Colin Crawford's retirement, and thanked him on behalf of the Board for his substantial contribution to the Perth and Kinross Integration Joint Board. The Chair referred in particular to the assurance Colin Crawford had provided on financial matters.

15. REVISED MEETING DATES 2016

The Board noted the revised meeting dates 2016 as follows:

Wednesday 23 March at 10.00am (Dewars Centre, Perth)

Friday 13 May at 1.00pm (Dewars Centre, Perth)

Friday 26 August at 1.00pm (AK Bell Library, Perth)

Friday 4 November at 1.00pm (Dewars Centre, Perth)