



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

THURSDAY 31 MARCH 2016

ALEXANDER GRAHAM BELL CENTRE, MORAY COLLEGE

PRESENT

VOTING MEMBERS

Councillor Lorna Creswell (Chair)	The Moray Council
Ms Christine Lester (Vice- Chair)	Non-Exec Board Member, NHS Grampian
Mr David Anderson	Non-Exec Board Member, NHS Grampian
Ms Amanda Croft	Exec Board Member, NHS Grampian
Councillor Patsy Gowans	The Moray Council
Councillor Sean Morton	The Moray Council

NON-VOTING MEMBERS

Mr Ivan Augustus	Carer Representative
Mr Tony Donaghey	UNISON, The Moray Council
Ms Pam Gowans	Chief Officer, Moray Integration Joint Board
Mrs Linda Harper	Lead Nurse, NHS Grampian
Dr Ann Hodges	Registered Medical Practitioner (Non Primary Medical Services)
Mr Steven Lindsay	NHS Grampian Staff Partnership Representative
Ms Jane Mackie	Interim Joint Operational Manager (Adult Services) Moray Health and Social Care Partnership
Ms Anne Pendery substituting for Mrs Susan Maclaren	Deputy Chief Social Work Officer, The Moray Council
Dr Graham Taylor	Registered Medical Practitioner (Primary Medical Services)
Mrs Val Thatcher	PPF Representative
Ms Elidh Brown substituting for Mr Fabio Villani	tsiMoray
Dr Lewis Walker	Registered Medical Practitioner (Non Primary Medical Services)
Mrs Margaret Wilson	Chief Financial Officer, The Moray Council (S95 Officer)

ALSO PRESENT

Councillor John Divers	The Moray Council
Councillor Gordon McDonald	The Moray Council
Councillor Fiona Murdoch	The Moray Council

IN ATTENDANCE

Ms Tracey Abdy	Senior Project Officer, The Moray Council
Mrs Margaret Forrest	Legal Services Manager, The Moray Council
Ms Sandra Gracie	Strategic Development Officer, Health and Social Care
Mr Atholl Scott	Audit Manager, The Moray Council
Mr Alan Sharp	Deputy Director of Finance, NHS Grampian
Mrs Caroline Howie	Committee Services Officer, The Moray Council as Clerk to the Board

APOLOGIES

Mr Sean Coady	Interim Hosted Services Manager, Moray Health and Social Care Partnership
---------------	---

1.	ORDER OF BUSINESS
	The Board agreed to move item 14 of the agenda "Due Diligence Process for the Establishment of the Moray Integration Joint Board Budget" to before item 9 of the agenda "Indicative Revenue Budget 2016/17" as the reports are related.
2.	MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD DATED 25 FEBRUARY 2016
	The minute of the meeting of the Moray Integration Joint Board dated 25 February 2016 was submitted for approval. Mrs Thatcher advised she had attended the meeting but had been listed under apologies. With this change the minute was agreed.
3.	ACTION LOG DATED 21 FEBRUARY 2016
	The Action Log of the Moray Integration Joint Board dated 25 February 2016 was discussed and it was noted that all actions due had been completed. The Chief Officer advised she had received suggestions for a name for the Operational services and undertook to issue a list for discussion at the next development day on 21 April 2016.
4.	MORAY STRATEGIC PLAN 2016-2019
	A report by the Chief Officer provided the Board with the final Moray Strategic Plan 2016-2019 post final consultation and sought approval to adopt the document. It was noted that the document was high level and that the implementation plan

	<p>which would come to the June 2016 Moray Integration Joint Board would set out some of the detail. This document would hold significant importance in determining the future direction.</p> <p>Following discussion the Board agreed to adopt the Strategic Plan and note the feedback from the final consultation.</p> <p>A strategic implementation plan will be presented to the meeting of the Board in June 2016.</p>
5.	STRATEGIC PLANNING AND COMMISSIONING ARRANGEMENTS
	<p>A report by the Chief Officer advised the Board of the proposed ongoing arrangement for strategic planning and commissioning in line with the requirement of the Public Bodies (Joint working) (Scotland) Act 2014. It also informed the Board of the requirement to be mindful of the Parties' (NHS Grampian/The Moray Council) existing contracts and that they will enter into a joint commissioning strategy with the Parties, as noted in the Moray Integration Scheme.</p> <p>Mrs Lester requested that she be included in attendance at the new Strategic Planning and Commissioning Group for the foreseeable future. A debate took place on the responsibilities and roles of Board members, officers acknowledging a need to clarify this as the Board develops. In the meantime Mrs Lester will attend.</p> <p>During discussion clarification was sought on whether there was background reading available on commissioning that could assist with understanding. Ms Mackie advised she had some documentation that could be of use and undertook to circulate this.</p> <p>Thereafter the Board agreed to:</p> <ul style="list-style-type: none"> (i) approve the proposed framework and process that will be put in place from April 2016 to oversee and drive strategic planning and commissioning for health and social care across Moray; (ii) the strategic implementation plan being presented to the June 2016 meeting of the Board; (iii) Mrs Lester to be included in future invitations to the new group; and (iv) note that a process will be put in place that will have a particular focus on existing contracts and the ongoing relationship with the Parties, the outcome of which will be report back to a future Board meeting.
6.	MORAY INTEGRATION JOINT BOARD, AUDIT & RISK COMMITTEE: APPOINTMENT OF CHAIR, MEMBERS AND APPROVAL OF TERMS OF REFERENCE
	<p>A report by the Chief Officer asked the Board to agree the appointment of the Chair of the Audit and Risk (A&R) Committee, to seek nominations for membership of the Committee and to agree the Terms of Reference for the Committee.</p> <p>The Chief Officer advised all they should be mindful that a report on the membership of the Clinical and Care Governance Committee would be</p>

	<p>presented in April.</p> <p>Discussion took place on the frequency of meetings, which was advised to be four per annum; taking place prior to the Moray Integration Joint Board (IJB) meeting.</p> <p>It was anticipated by members of the meeting that once the Committee was fully operational it would be unsustainable to hold the meeting on the same day as the Board.</p> <p>In accordance with paragraph 5.6 of the report the Board agreed meetings would be held at a frequency determined by the Committee. The Chair may call a meeting at any time they deem appropriate but there should be four formal meetings each year; meetings to be held on the same day as the Board until such times as the workload deems this unworkable.</p> <p>Both Councillor Gowans and Councillor Morton voiced an interest on being members of the A&R Committee but it was advised that one member would be required to be a voting member of the A&R Committee and one a voting member of the Clinical and Care Governance Committee.</p> <p>After further discussion it was agreed the voting members of the A&R Committee would be Councillor Morton, on behalf of The Moray Council, as the Chair, and Mr Anderson, on behalf of NHS Grampian. Members required to be in attendance were agreed as Mrs Wilson, Ms Gowans, Mr Lindsay and Mr Villani.</p> <p>During further discussion it was agreed that Committee papers for the A&R would be issued to Board members, who have the authority to attend any sub-Committee. Councillor Morton stated he would appreciate forward notification if any of the Board members planned to attend and that any questions they had on the papers be forwarded ahead of the meeting to ensure an answer would be available.</p> <p>Thereafter the Board agreed:</p> <ul style="list-style-type: none"> (i) to note the arrangements for appointing the Chair of the IJB A&R Committee; (ii) the first Chair of the Committee would be Councillor Morton; (iii) the Members of the A&R Committee would be Councillor Morton, Mr Anderson, Mr Lindsay and Mr Villani. The Chief Officer and the Chief Financial Officer will be in attendance. (iv) a quorum of the Committee would be two voting members; (v) to approve the Terms of Reference for the A&R Committee as detailed in Appendix 1 of the report.
<p>7.</p>	<p>ESTABLISHMENT OF AN INTERNAL AUDIT SERVICE AND APPOINTMENT OF A CHIEF INTERNAL AUDITOR</p>
	<p>A report by the Chief Officer asked the Board to consider and agree the arrangements for the Board's internal audit service.</p> <p>Following discussion the Board agreed to appoint:</p> <ul style="list-style-type: none"> (i) the Internal Audit Service of The Moray Council as the Internal Auditors

	<p>of the Moray Integration Joint Board (IJB) for a period of two years; and</p> <p>(ii) Mr Atholl Scott, the Internal Audit Manager, The Moray Council, as the Chief Internal Auditor of the IJB.</p>
8.	RISK POLICY AND STRATEGIC RISK REGISTER
	<p>A report by the Chief Officer presented the Risk Policy for the Moray Integration Joint Board (IJB) for approval and for consideration on the Strategic Risk Register.</p> <p>Ms Abdy advised Mr Anderson had highlighted issues with the Risk Policy prior to the start of the meeting and she undertook to update the Policy, taking account of the issues raised, and present a revised Policy to the April meeting of the Board.</p> <p>Discussion took place on the majority of risks listed in Appendix 2 of the report being classed as High or Very High.</p> <p>In response the Chief Officer advised the risks would be reviewed in due course.</p> <p>Thereafter the Board agreed to:</p> <p>(i) a revised Risk Policy being presented to the April meeting for consideration; and</p> <p>(ii) accept the initial version of the IJB's Strategic Risk Register as detailed in Appendix 2 of the report.</p>
9.	DUE DILIGENCE PROCESS FOR THE ESTABLISHMENT OF THE MORAY INTEGRATION JOINT BOARD BUDGET
	<p>A report by the Chief Financial Officer, in conjunction with the Chief Officer, advised the Board on the due diligence processes that have been applied to the creation of the overall budget for the Moray Integration Joint Board.</p> <p>Following consideration the Board agreed to note:</p> <p>(i) the due diligence work undertaken as the basis for the draft 2016/17 budget; and</p> <p>(ii) the indicative 2017/18 and 2018/19 budgets.</p>
10.	INDICATIVE REVENUE BUDGET 2016/17
	<p>A report by the Chief Financial Officer asked the Board to consider the revenue budget for the Moray Integration Joint Board for the 2016/17 financial year. The Board discussed the indicative budget and the repercussions of the increase in the Living Wage.</p> <p>During discussions the Vice-Chair queried when the action plan would be brought back to the Board.</p> <p>In response the Section 95 officer advised the action plan would identify strategies and savings plans to ensure the existing known budget pressures are being addressed and this would be presented to the meeting in June, however it may not be a final action plan.</p> <p>The inherited deficit was discussed and Councillor Morton requested that his</p>

	<p>non-acceptance of the budget be noted.</p> <p>Thereafter the Board agreed:</p> <p>(i) to note the contents of the report;</p> <p>(ii) to approve the indicative revenue budget for 2016/17 as detailed in Appendix 1 of the report; and</p> <p>(iii) that an action plan be brought back to the June meeting of the Board with details on how the budget deficit will be addressed.</p>
11.	FINANCIAL REGULATIONS
	<p>A report by the Chief Financial Officer presented the Financial Regulations of the Moray Integration Joint Board for approval.</p> <p>Following discussions the Board agreed to:</p> <p>(i) adopt the Financial Regulations as laid out in Appendix 1 of the report; and</p> <p>(ii) delegate the responsibility for preparing the directives and instructions to support the regulations to the Chief Financial Officer of the Board.</p>
12.	RESERVES POLICY
	<p>A report by the Chief Financial Officer sought approval for the Reserves Policy of the Moray Integration Joint Board.</p> <p>Following consideration the Board agreed to approve the Reserves Policy.</p>
13.	MEMBERS' EXPENSES
	<p>A report by the Chief Financial Officer proposed a policy for reimbursement of expenditure incurred by individuals discharging their duties in relation to Moray Integration Joint Board, its Committees and supporting working groups. The policy is to cover members who are not already covered by their respective organisations' expenses policies.</p> <p>Following consideration the Board agreed to approve the policy relating to Members' Expenses as set out in Appendix 1 of the report.</p>
14.	DIRECTIONS TO THE MORAY COUNCIL AND GRAMPIAN HEALTH BOARD
	<p>A report by the Chief Officer asked the Board to consider and agree its first Directions to The Moray Council and Grampian Health Board (the Parties). During discussion it was advised that Directions would be subject to negotiation with the Parties but it was for the Board to decide the amount of money they would allocate to any given Direction.</p> <p>It was queried whether the amount of finance detailed was the correct amount as the Directions didn't appear to reconcile with the Budget.</p> <p>In response the Section 95 officer advised the finances would be checked prior to the Directions being issued, if the Board were minded to approve them.</p> <p>Thereafter the Board agreed the Chief Officer would issue the Directions</p>

	<p>subject to confirmation of the finances.</p> <p>Following consideration the Board agreed:</p> <p>(i) to the directions attached as Appendix 1 to the report, subject to them being checked for accuracy; and</p> <p>(ii) that these, and all future directions that may be agreed by the Board, be issued on the Board's behalf by the Chief Officer to the Chief Executives of The Moray Council and Grampian Health Board as appropriate.</p>
15.	FINANCIAL POSITION AS AT 29 FEBRUARY 2016
	<p>A report by the Chief Financial Officer provided an update on the financial performance of the budgets for the period April 2015 to February 2016. The Chief Financial Officer advised it was the intention to present the financial position at alternate meetings of the Board and to provide a narrative with the figures.</p> <p>Thereafter the Board agreed to note the financial position as at 29 February 2016.</p>
16.	ORGANISATIONAL DEVELOPMENT AND WORKFORCE PLANNING
	<p>A report by the Chief Officer advised the Board on the ongoing work to develop an Organisational Development Strategy and a Joint Workforce Plan. This will support the development of the joint workforce who will deliver for the Moray Integration Joint Board as a new organisation and the services delegated under the Public Bodies (Joint Working) (Scotland) Act 2014.</p> <p>Following consideration the Board agreed:</p> <p>(i) it was assured that work is underway developing an Organisational Development Strategy; and</p> <p>(ii) to note that the Strategy and a Joint workforce Plan will be presented for consideration and approval at the Board meeting in June 2016.</p>
17.	KEY DELIVERABLES
	<p>A verbal report by the Chief Officer advised the Board of the Key Deliverables for the Moray Integration Joint Board.</p> <p>Discussion took place on what was being done to keep staff informed of changes due to integration.</p> <p>The Chief Officer suggested the Board should have a mechanism to allow them to understand what happens within Services.</p> <p>Following discussion the Board agreed the Chief Officer to produce a programme of visits to allow members' access to Services.</p>
18.	HOSTED SERVICES
	<p>A verbal report by the Chief Officer advised a North East Partnership meeting was being held on 29 June 2016 to discuss the hosting of services.</p>
19.	AOCB
	<p>The Vice-Chair advised she had video conferenced into a national Chair/Vice-</p>

	Chair's meeting this week and that she and the Chair would attend the next meeting which will be held in June.
20.	DATE OF NEXT MEETING
	<u>Next Development Session</u> 21 April 2016, 1.00pm – 4.00pm, Conference Room, Alexander Graham Bell Centre, Moray College <u>Next Board Meeting</u> 28 April 2016, 9.00am – 12.00 noon, Glen Moray Meeting Room, Eight Acres Hotel, Elgin