



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

THURSDAY 28 APRIL 2016

GLEN MORAY MEETING ROOM, EIGHT ACRES HOTEL, ELGIN

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
Councillor Gordon McDonald substituting for Councillor Patsy Gowans	The Moray Council

NON-VOTING MEMBERS

Mr Ivan Augustus	Carer Representative
Mr Sean Coady	Interim Hosted Services Manager, Moray Health and Social Care Partnership
Mr Tony Donaghey	UNISON, The Moray Council
Ms Pam Gowans	Chief Officer, Moray Integration Joint Board
Mrs Linda Harper	Lead Nurse, Moray Integration Joint Board
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
Mrs Susan Maclaren	Chief Social Work Officer, The Moray Council
Dr Graham Taylor	Registered Medical Practitioner, Primary Medical Services
Mrs Val Thatcher	PPF Representative
Ms Elidh Brown	tsiMoray
substituting for Mr Fabio Villani	
Dr Lewis Walker	Registered Medical Practitioner, Primary Medical Services
Mrs Margaret Wilson	Chief Financial Officer, Moray Integration Joint Board

IN ATTENDANCE

Ms Tracey Abdy	Senior Project Officer, The Moray Council
Mr John Campbell	Provider Services Manager, The Moray Council
Mrs Margaret Forrest	Legal Services Manager, The Moray Council
Mr Roddy Huggan	Commissioning & Performance Manager, The

Mr Robin Paterson	Moray Council
Mr Bruce Woodward	Integration Project Officer, The Moray Council
Mrs Caroline howie	Performance Officer, The Moray Council
	Committee Services Officer, The Moray Council
	as Clerk to the Board

APOLOGIES

Ms Amanda Croft	Exec Board Member, NHS Grampian
Councillor Patsy Gowans	The Moray Council
Councillor Sean Morton	The Moray Council
Ms Jane Mackie	Interim Joint Operational Manager (Adult Services), Moray Health and Social Care Partnership
Mr Fabio Villani	tsiMoray

1.	MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD DATED 31 MARCH 2016
	<p>The minute of the meeting of the Moray Integration Joint Board dated 31 March 2016 was submitted for approval.</p> <p>Mr Anderson requested that in relation to item 6 “Moray Integration Joint Board, Audit & Risk Committee: Appointment of Chair, Members and Approval of Terms of Reference” that non-voting members be referred to as those in attendance.</p> <p>With this change the minute was agreed.</p>
2.	ACTION LOG DATED 31 MARCH 2016
	<p>The Action Log of the Moray Integration Joint Board dated 31 March 2016 was discussed.</p> <p>Under reference to item 2 “Action Log dated 25 February 2016” the Chief Officer advised that the name of the Workforce Group had been agreed as “Health & Social Care Moray”. She also advised the next stage was to consider a logo and branding and this would be reported on in due course.</p>
3.	APPOINTMENT OF STANDARDS OFFICER
	<p>A report by the Chief Officer asked the Board to consider the key responsibilities for, and the appointment of, the Standards Officer of the Integration Joint Board.</p> <p>Mrs Wilson entered the meeting during discussion of this item.</p> <p>Discussions took place on the responsibilities of the Standards Officer and Councillor McDonald sought clarification on whether Declarations of Interest would be formalised at meetings.</p> <p>Following discussion it was agreed Declarations of Interest would be added as a standing item on future agendas.</p> <p>Thereafter the Chair asked if anyone had any interests to declare in respect of any of the items on the agenda.</p> <p>There were no declarations of Member’s interests in respect of any item on the agenda.</p>

	<p>During further discussion Mr Anderson sought clarification in respect of the third bullet point in Appendix 1 of the report and asked that this be changed to reflect the Standards Officer would keep a Register of Interests rather than the Standards Officer ensuring the Board keep a Register of Interests.</p> <p>In response the Chief Officer advised she would review the wording to ensure clarity.</p> <p>Thereafter the Board agreed to:</p> <ul style="list-style-type: none"> i) note the requirement to appoint a Standards Officer; ii) note the key responsibilities of the role as outlined in Appendix 1 of the report, following a wording review; iii) formally nominate for approval by the Standards Commission, Alasdair McEachan, Head of Legal and Democratic Services, The Moray Council, as the Standards Officer of the Integration Joint Board, for a period of 18 months; iv) formally nominate for approval by the Standards Commission, Margaret Forrest, Legal Services Manager (Litigation & Licensing) and Aileen Scott, Legal Services Manager (Property & Contracts) both The Moray Council, as Depute Standards Officers of the Integration Joint Board, for a period of 18 months; and v) declarations of interest to be included as a standard item on future agendas.
<p>4.</p>	<p>CLINICAL AND CARE GOVERNANCE FRAMEWORK</p>
	<p>A report by the Chief Officer advised the Board of the Clinical and Care Governance arrangements that are being established on behalf of the Moray Integration Joint Board (MIJB) and the integrated services delegated under the Public Bodies (Joint Working) (Scotland) Act 2014. The report set out the requirements for a sub-committee of the Board and the associated membership of the committee and sought to appoint a Chair of the sub-committee.</p> <p>Discussion took place on the content of Appendix 1 of the report “Draft Role, Remit and Framework of Moray Integration Joint Board Clinical and Care Governance” in respect of the Role and Remit of the Group, as shown on page 7 of the appendix, and the Board agreed to accept the appendix in principal but for the Chief Officer to amend it to reflect discussions, using tracked changes, and circulate for agreement.</p> <p>During discussions the Chief Social Work Officer (CSWO) offered to arrange to give a presentation to the Board to clarify the role of the CSWO and what the Board’s expectations should be of that role.</p> <p>It was agreed the CSWO would arrange to give a presentation at a future development day to clarify the role of the CSWO and what the Board’s expectations should be of that role and thereafter provide a report to a formal meeting of the Board.</p> <p>Thereafter the Board agreed to:</p> <ul style="list-style-type: none"> i) note the work undertaken by lead professionals to ensure that robust

	<p>clinical and care governance arrangement is in place;</p> <p>ii) the Chief Officer to amend Appendix 1 of the report “Draft Role, Remit and Framework of Moray Integration Joint Board Clinical and Care Governance” to reflect discussions, using tracked changes, and circulate for agreement; and</p> <p>iii) the CSWO to give a presentation at a future development day to clarify the role of the CSWO. This would allow discussion of what the Board’s expectations would be of the role and thereafter she would provide a report to a formal meeting of the Board.</p>
<p>5.</p>	<p>OPERATIONAL MANAGEMENT ARRANGEMENTS FOR MORAY INTEGRATED SERVICES</p>
	<p>A report by the Chief Officer advised the Board on the proposed management arrangements for the integrated services delegated under the Public Bodies (Joint Working) (Scotland) Act 2014.</p> <p>During discussions it was noted that there was a requirement for changes to be made to the appendices and the Board agreed they could not agree the recommendations until amendments were made.</p> <p>The Chief Officer undertook to amend the information, using tracked changes, and to email the Board for agreement of the amended documents.</p> <p>Mrs Lester stated there was a need to ensure papers were in their final format for the Board meetings.</p> <p>The Chief Officer acknowledged the need for this to be achieved and gave a commitment to ensure this given the new cycle of meetings this would allow time for officers to be properly prepared.</p> <p>Thereafter the Board agreed to the Chief Officer:</p> <p>i) amending the documents, using tracked changes, and circulating them for agreement; and</p> <p>ii) to be tasked with ensuring forward planning and completion of Board papers to ensure they are synchronised with the Board Meetings.</p>
<p>6.</p>	<p>WORKFORCE FORUM</p>
	<p>A report by the Chief Officer informed the Board of the plans to put in place a joint workforce forum to support employee relations and ensure good practice within the new arrangements for services delegated under the Public Bodies (Joint Working) (Scotland) Act 2014.</p> <p>Following discussion the Board agreed to:</p> <p>i) support the constitution of the new Moray Integration Joint Board Workforce Forum (Appendix 1 of the report); and</p> <p>ii) note the Terms of Reference and reporting arrangements of the new Workforce Forum (Appendix 2 of the report).</p>

7.	PUBLIC SECTOR EQUALITIES DUTY
	<p>A report by the Chief Officer advised the Board on the ongoing work to develop the Mainstream Report and Equality Outcomes report, ensuring compliance with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and the requirements of the Equality and Human Rights Commission for Scotland, the main regulator.</p> <p>Following discussion the Board agreed to:</p> <ul style="list-style-type: none"> i) note that work is underway developing the Mainstream Report (Appendix 1 of the report) and Equality Outcomes report (Appendix 2 of the report); and ii) approve publication of the reports in line with the regulations from 30 April 2016.
8.	AUDIT SCOTLAND REPORT – FOLLOW UP
	<p>A report by the Chief Officer provided an update in relation to the progress made against the recommendations reported in the Audit Scotland report on Health and Social Care Integration, published December 2015.</p> <p>The general view of Board members was that this started to set out a reasonable work plan for the Board and a means of demonstrating the ongoing areas for improvement that need to be addressed. It was accepted that this document would form the main reporting tool going forward stating progress and that there was opportunity to improve the content further. The Chief Social Work Officer noted that there were areas in the report that she would wish to contribute to and the Chief Officer agreed to follow-up on this with her.</p> <p>Following discussion the Board agreed to:</p> <ul style="list-style-type: none"> i) note the recommendations made by audit Scotland in their report published December 2015; ii) note and endorse the assessment of the progress made against these recommendations by the Moray Integration Joint Board; iii) a further update to be presented to the Board in six months; and iv) the Chief Officer to follow-up on the content of the report, specifically with the Chief Social Work Officer.
9.	INTERNAL AUDIT REPORT
	<p>A report by the Chief Officer provided the Moray Integration Joint Board with a copy of the audit report submitted to The Moray Council’s Audit and Scrutiny Committee covering the interim arrangements.</p> <p>Mr Anderson raised some concerns about the level of reporting going forward and a discussion took place about the requirement to consider this further within the context of the new Audit and Risk Committee. The Chief Officer to follow this up with the Chair and the Vice Chair.</p> <p>Following consideration the Board agreed to note the findings from the audit.</p>

10.	RISK POLICY
	<p>A verbal report by Tracey Abdy, Senior Project Officer, The Moray Council updated the Board in relation to amendments that had been made to the Risk Policy.</p> <p>Mr Anderson queried the Executive and Assurance roles and it was agreed it would be more appropriate if he and Ms Abdy discussed this outwith the meeting.</p> <p>The Chief Officer advised that any changes made to the Risk Policy would be tracked changed to allow ease of reading but that there would not be a paper being brought to the next Committee to discuss this.</p> <p>Thereafter the Board agreed the Risk Policy as it currently stands.</p>
11.	MORAY HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT TO FEBRUARY 2016
	<p>A report by the Chief Officer advised the Board on the current performance of health and social care services across Moray in line with that of the Grampian performance and Scottish performance.</p> <p>Following consideration the Board agreed to note the:</p> <ul style="list-style-type: none"> i) performance outlined in the report in relation to the core suite of national indicators, as shown in Appendix 1 of the report; and ii) indicators where the Moray Partnership is performing well and the actions being taken to seek improvement where required.
12.	ANY OTHER COMPETENT BUSINESS
	<p>Mrs Maclaren advised she would be attending the Alcohol and Drug Partnership the following Monday and proposed that the Moray Integration Joint Board receive a report on the Alcohol and Drug Partnership in light of the current inspection underway.</p> <p>The Chief Officer agreed this would be relevant to the Board and will ensure this is timetables into the future meeting cycle.</p> <p>Concerns were raised over the ability of some care homes to pay the Living Wage, although some already paid this to their staff.</p> <p>In response Mrs Wilson advised there was no budget to cover the additional cost for care homes, however it was not in the interests of the Moray Integration Joint Board to force any care homes out of business. She further advised it may be possible to use some of the money the Moray Integration Joint Board receives from the Government to assist care homes, however they would have to provide evidence that any additional money provided was being used to pay staff.</p> <p>Mrs Wilson advised that the approval of item 4 “Clinical and Care Governance Framework” and item 5 “Operational Management Arrangements for Moray Integrated Services” of this Minute would have to be ratified at the next Board meeting to provide evidence of the approval.</p> <p>It was agreed this would be added to the agenda for the meeting on 30 June 2016.</p>

<p>13.</p>	<p>HOME CARE CHANGE PLAN – PRESENTATION</p> <p>Mr John Campbell, Provider Services Manager, The Moray Council, provided the Board with an outline of the Home Care Change Plan and the processes leading to change. The Board members considered this important area of care provision and the clear plans to bring about improvements.</p> <p>Following discussion on the presentation it was agreed it would be beneficial to all to have a copy of the slides.</p> <p>Thereafter the Board agreed to Mr Campbell issuing an electronic copy of the presentation following the meeting.</p>
<p>14.</p>	<p>NEW MODELS OF CARE, FORRES – PRESENTATION</p> <p>Mr Roddy Huggan, Commissioning & Performance Manager, The Moray Council, gave a summary of a project being developed in Forres which will include sheltered housing accommodation, augmented care and dementia care.</p> <p>Discussion took place in particular in relation to the Augmented Care Unit. The Chief Officer (CO) emphasised that this was an experiment to determine if it is possible to intervene with more intensive interventions within this type of cluster type arrangement, keeping people within a homely setting with a particular target group of people who sometimes end up in hospital when it is found to be unnecessary. The assumptions within this project are that people don't lose their independence in the same way and return home quickly. This is viewed as something different to test out and the opportunity has arisen within the context of the Hanover Development. The CO emphasised that in terms of the risk associated with trying out this model and the commitment to the units this was deemed low as they are in demand and if this turns out to be a model that is unsuccessful then the units would be released for broader tenancy like the rest of the complex.</p> <p>A number of board members had questions about the model of care being developed to support the Augmented Care Units; the detail of the model is still under construction. The CO emphasised that this was an opportunity that had presented and that the team were working to try to pull the concept together. Mrs Harper, Dr Hodges and Dr Taylor were particularly keen to understand the model of care and the CO agreed that the detail of this could be brought back at a future board meeting when it was sufficiently developed to do so. It was also noted by the Board that public involvement would be important. Ms Brown raised the importance of community engagement and highlighted the need to discuss how community groups and third sector could add to this initiative in a positive way. The CO, Mr Huggan and Mr Paterson agreed to take the comments back to the project group.</p> <p>The Board members were broadly supportive of the initiative and are keen to continue to have an oversight of how the project progresses.</p> <p>Thereafter the Board agreed to:</p> <ul style="list-style-type: none"> i) a Model of Care to be presented at a future Board meeting; and ii) feedback to be provided to the project group on particular comments raised.

15.	DATE OF NEXT MEETING
	<p data-bbox="284 262 671 293"><u>Next Development Session</u></p> <p data-bbox="284 315 1374 383">26 May 2016, 9.00am – 12.00 noon, Glen Moray Meeting Room, Eight Acres Hotel, Elgin</p> <p data-bbox="284 405 568 436"><u>Next Board Meeting</u></p> <p data-bbox="284 459 1366 526">30 June 2016, 9.00am – 12.00 noon, Conference Room, Alexander Graham Bell Centre, Moray College</p>